

NEW OPPORTUNITY

# Community Officer

SDCC is an equal opportunities employer.  
Canvassing will automatically disqualify.

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## Opportunity starts here

Come to SDCC to do your greatest work. We're forward-thinking and focused on diversity, inclusion and community. As an equal opportunities employer, we're opening the doors to new careers, creating flexible ways of working and putting people at the heart of everything we do.

We're the people responsible for local government in South Dublin County. Aside from the exciting range of opportunities to make a real difference in your community, SDCC is a great place to work. Working with us will give you the opportunity to gain experience at the heart of local government and to develop your career in a diverse work environment.

At SDCC we provide plenty of opportunity for career progression with structured training, personal development, coaching and mentoring. We offer flexible working including blended working arrangements and a positive work environment. Read our accompanying *Employee Value Proposition* to find out more.

Welcome to a team that's making a difference – powered by people like you.

## Applications

Applications will only be accepted through SDCC's e-Recruitment system **before midnight on Thursday, 4<sup>th</sup> December 2025.**

## The Role

SDCC is seeking a passionate, community-focused individual to join our Community Development Team. As a Community Officer, you will work with and support community and voluntary groups to help address and respond to local community needs, with a particular focus on marginalised communities who experience social exclusion, economic disadvantage and/or discrimination. Reporting to the Area Community Officer, key responsibilities include identifying community needs, facilitating participation in programs, developing partnerships, managing projects, and reporting on progress. This role often involves community outreach and requires strong facilitation and communication skills to encourage self-help and social change. We value diversity, inclusion, and personal growth, and offer structured training, flexible working, and a supportive environment.

The office is wholetime, permanent and pensionable. A panel will be formed to fill permanent and temporary vacancies. Persons employed will be required to work in any location within the South Dublin administrative area. The Community Officer will be an employee of the Local Authority and subject to re-assignment to an analogous post in terms of role and duties within the Community Directorate.

## Salary

€51,722 - €53,266 - €54,844 - €56,454 - €58,076 - €59,967 (1st LS1)  
- €61,865 (2nd LSI).

## Hours of Work

The successful candidate's normal hours of work will be 35 hours per week.

The position will involve activity outside normal working hours. Additional remuneration will not be payable in respect of evening or week-end work (including bank and public holidays). Time off in lieu at normal working rates will be granted at the convenience of the Council in respect of extra

hours worked. A set day or time for taking such time off will not be permitted.

The Council reserves the right to alter your hours of work from time to time.

### Annual Leave

Annual leave entitlement for this position is 30 days.

## Qualifications

### Character

Candidates will be of good character.

### Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### Essential Education, Training and Experience

Each candidate must have:

1. attained a good standard of general education in a relevant area
2. a minimum of three years' experience in community development or related area
3. knowledge of the principles of community development, how the community and voluntary sector functions within the community and the role of the local authority in community development
4. experience of developing co-ordinated and integrated inter-agency responses to local social, community development and economic needs
5. experience of implementing and monitoring good governance within the community sector
6. Experience in project management, report writing and evaluation
7. have the ability to handle difficult situations with empathy, tact and good judgement

8. the ability to consult and network effectively with different organisations
9. excellent communications, presentation and facilitation skills using appropriate technologies
10. a self-motivated approach to work
11. a positive outlook and enjoy working with people
12. a full clean driving licence and use of personal transport for work is required. Willingness and ability to travel is required

### Desirable Education, Training and Experience

1. A third level qualification in Community Development, a Social Science or a related discipline.

### Key Competencies / Skills

- Delivering results
- Performance through People
- Personal effectiveness
- Local government knowledge and understanding

Candidates are requested to give an example of a situation which highlights the behaviour, skills and attitude that underpin effective performance in these areas and which demonstrates their suitability to meet the challenges of this role. Candidates should ensure the example used clearly demonstrates their ability in this area and that the scale and scope of the example given is appropriate to the post and level of the post.

## Duties

- The Community Officer is responsible for working with, and supporting community and voluntary groups, to address and respond to identified local community needs.
- They will represent the Council both on relevant local committees and at a range of different meetings as and when required.
- They will promote a range of community development programmes and initiatives administered by the Council and will encourage local communities to actively participate within these.
- The Community Officer is part of a multidisciplinary team delivering evidence-based responses to improve the quality of life for residents living in the county.
- The Community Officer works well in a team and has an in-depth understanding of the barriers to social inclusion and civic participation, developing key responses as required.

Duties will include but are not limited to:

1. Organising and compiling surveys of local needs.
2. Establishing and maintaining close contact in an advisory role with voluntary groups and local associations.
3. Assisting in the carrying out of special community projects.
4. Assessing the value of community activities.
5. ~~Canvassing from door to door.~~ Active Community Engagement
6. Organising, addressing or presiding at meetings.
7. Maintaining close contact between the Council and other statutory and voluntary agencies.
8. Represent the Council in a formal capacity on statutory boards and companies (whether as a Director or not).

These duties are indicative rather than exhaustive and are carried out under general guidance.

### Why work in Local Government?

- Make a meaningful impact in local communities
- Enjoy structured career development and training
- Benefit from flexible working arrangements and a supportive team